250 903

Biscay Bay
52 in Ceiling Fan
Owner's Manual

Biscay Bay
Ventilador de Techo de 1,32m
Manual del Propietario

Congratulations on your purchase of a Hampton Bay ceiling fan, Your new fan will be a beautiful addition to your home, and will keep you comfortable throughout the year.

The Hampton Bay Fan Company offers a wide variety of ceiling fans. We offer combinations of wood and brass finishes, solid designer colors, and our unique glass and crystal designs.

A large selection of light fixtures and light kits is also available. Ask your dealer about other accessories that will allow you to further customize your fan.

We're certain that your Hampton Bay fan will provide you with many years of comfort, energy savings and satisfaction. To ensure your personal safety and to maximize the performance of your fan, please read this manual thoroughly.

Biscay Bay by Hampton Bay®

52” Biscay Bay
Ceiling Fan by Hampton Bay

Thank you for purchasing our ceiling fan. This product has been manufactured with the highest standards of safety and quality. The finish of this fan is weather resistant, but over time will naturally weather and fade.

Date Purchased _____

Store Purchased _____

Model No. 250-903

Serial No. _____

Vendor No. 445993

UPC 718212149706

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Safety Rules - Read and Save These Instructions

1. To reduce the risk of electric shock, insure electricity has been turned off at the circuit breaker or fuse box before beginning.

2. All wiring must be in accordance with the National Electrical Code "ANSI/NFPA 70-1999" and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.

3. **WARNING:** To reduce the risk of electrical shock or fire, do not use this fan with any solid-state fan speed control device. It will permanently damage the electronic circuitry.

4. **CAUTION:** To reduce the risk of personal injury, use only the screws provided with the outlet box.

5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 35 pounds. Use only UL Listed outlet boxes marked **"FOR FAN SUPPORT"**.

6. The fan must be mounted with a minimum of 7 feet clearance from the trailing edge of the blades to the floor.

7. Avoid placing objects in path of the blades.

8. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.

9. Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.

10. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box and ungrounded conductor on the other side of the outlet box.

11. All set screws must be checked and retightened where necessary before installation.

12. **WARNING:** Use only with light kit marked "Suitable for Use in Wet Locations".

WARNING

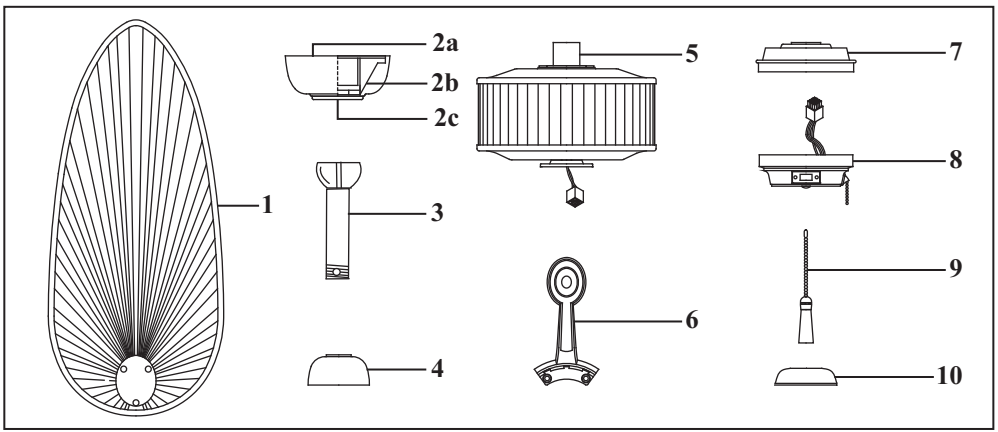
TO REDUCE THE RISK OF PERSONALL INJURY, DO NOT BEND THE BLADE ARMS (ALSO REFERRED TO AS FLANGES), WHEN INSTALLING THE BRACKETS, BALANCING THE BLADES OR CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS IN – BETWEEN ROTATING FAN BLADES.

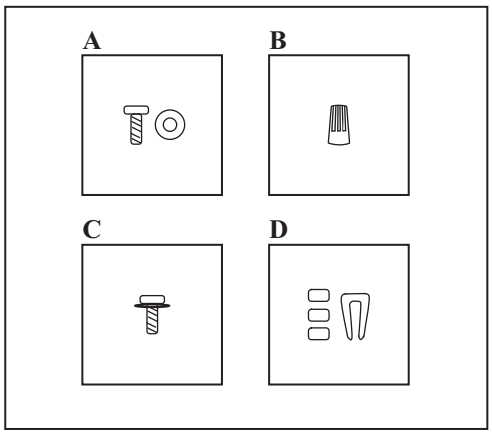
WARNING

TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR PERSONAL INJURY, MOUNT FAN TO OUTLET BOX MARKED ACCEPTABLE FOR FAN SUPPORT WITH THE SCREWS PROVIDED WITH THE OUTLET BOX.

Unpacking Your Fan

Unpack your fan and check the contents. You should have the following items:





1. Set of blades (5)
2a. Ceiling canopy
2b. Hanger bracket
2c. Canopy cover
3. Ball/downrod assembly
4. Coupling cover
5. Fan motor assembly
6. Blade holders (5)
7. Mounting plate
8. Switch housing
9. Pull chain and fob
10. Downrod rubber cover

WARNING
DO NOT INSTALL OR USE FAN IF ANY PART IS DAMAGED OR MISSING.
CALL TOLL FREE 1-800-527-0998.

A. Blade Attachment Hardware
3/16"×7.5mm Screws (16PCs.)
Rubber Washers (16 PCs.)

B. Electrical Hardware
Plastic Wire Nuts (3PCs.)

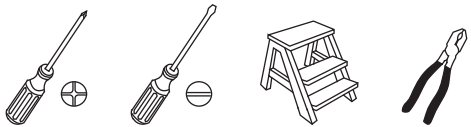
C. Blade Holder Hardware
1/4"×1/2" Screws with Lock Washers (10PCs.)

D. Balancing Kit

Installing Your Fan

Tools Required

Phillips screwdriver, straight slot screwdriver, step ladder and wire cutters.



Mounting Options

If there isn't an existing UL listed mounting box, then read the following instructions. Disconnect the power by removing fuses or turning off circuit breakers.

Secure the outlet box directly to the building structure. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan (at least 35 lbs). Do not use plastic outlet boxes.

WARNING

TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR PERSONAL INJURY, MOUNT FAN ONLY TO AN OULET BOX MARKED ACCEPTABLE FOR FAN SUPPORT AND USE THE MOUNTING SCREWS PROVIDED WITH THE OULET BOX. OUTLET BOX COMMONLY USED FOR THE SUPPORT OF LIGHTING FIXTURE MAY NOT BE ACCEPTABLE FOR FAN SUPPORT AND MAY NEED TO BE REPLACED. CONSULT A QUALIFIED ELECTRICIAN IF IN DOUBT.

Figures 1~3 are examples of different ways to mount the outlet box.

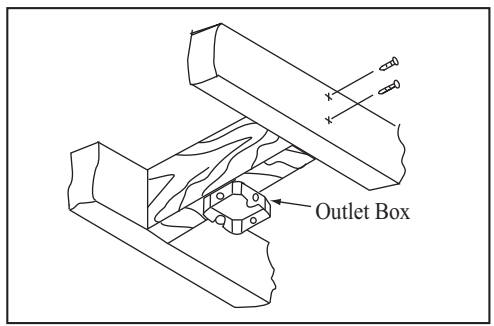


Figure 1

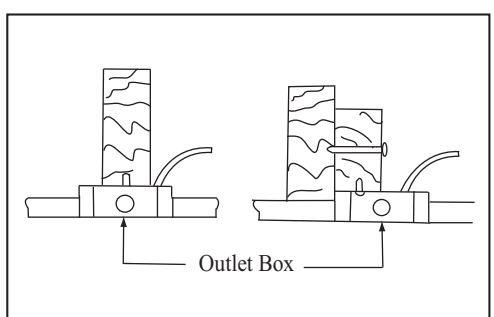


Figure 2

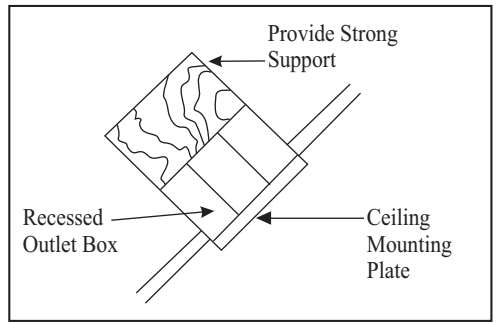


Figure 3

Note: You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling. The maximum angle allowable is 20°. If the canopy touches downrod, remove the decorative canopy bottom cover and turn the canopy 180° before attaching the canopy to the mounting plate.

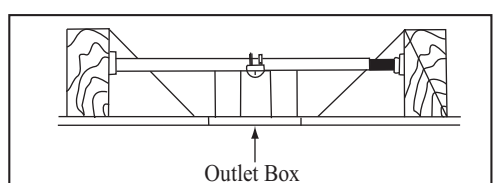


Figure 4

To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar as shown in Figure 4 (available at any Home Depot store).

Hanging the Fan

REMEMBER to turn off the power. Follow the steps below to hang your fan properly.

1. Remove the canopy cover from the canopy by turning the cover counter clockwise. (Figure 5)

2. Remove the hanger bracket from the canopy by removing the 1 of 2 screws from the bottom of the hanger bracket and loosening the other one a half turn from the screw head. Next, turn the canopy counter clockwise to removing the hanger bracket from the canopy. (Figure 5)

3. Remove the clevis pin, cotter pin and set screws from the top of the motor assembly. (Figure 6)

4. Remove hanger ball from downrod assembly by loosening set screw, removing the cross pin, and sliding ball off rod. (Figure 7)

5. Carefully feed motor wires up through the downrod. Thread the rod into the coupling. Next line up holes and replace cotter pin and clevis pin. Tighten set screws. (Figure 8)

WARNING

FAILURE TO PROPERLY INSTALL COTTER PIN AS NOTED IN STEP 5 COULD RESULT IN FAN LOOSENING AND POSSIBLY FALLING.

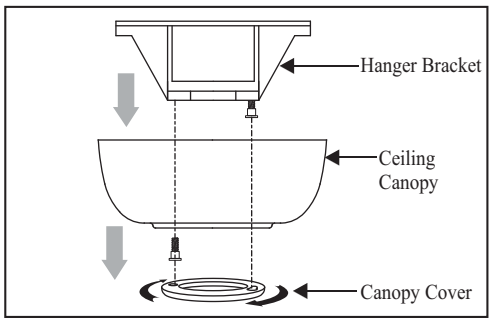


Figure 5

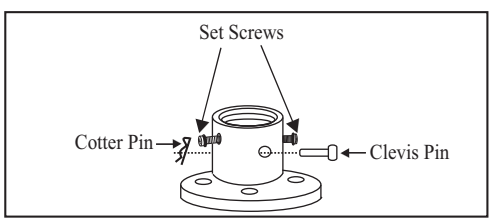


Figure 6

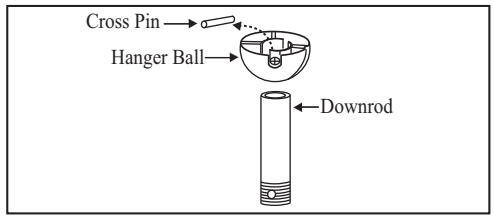


Figure 7

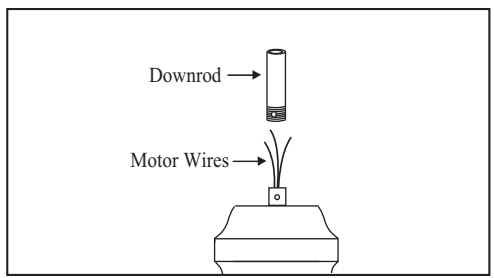


Figure 8

6. Slip coupling cover, canopy cover and canopy onto downrod. Carefully reinstall hanger ball onto rod being sure that cross pin is in correct position, set screws are tighten and wires are not twisted. (Figure 9)

7. Place downrod rubber cover onto the hanger ball, pass wires through the downrod rubber cover and slip onto hanger ball. (Figure 9)

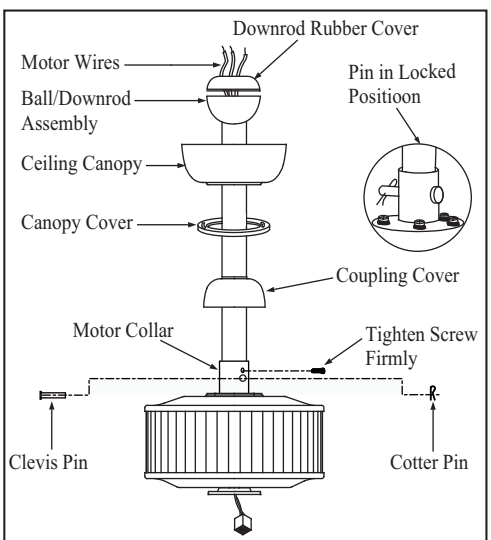


Figure 9

Installing Fan to the Electrical Box

WARNING

TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR OTHER PERSONAL INJURY. MOUNT FAN ONLY TO AN OUTLET BOX OR SUPPORTING SYSTEM MARKED ACCEPTABLE FOR FAN SUPPORT AND USE THE MOUNTING SCREWS PROVIDED WITH THE OUTLET BOX.

1. Pass the 120-volt supply wires through the center hole in the hanger bracket as shown in Figure 10.

2. Install the hanger bracket on the outlet box with the screws and washers provided with your outlet box (Figure 10).

3. Security tighten the two mounting screws.

4. Carefully lift the fan assembly up to the hanger bracket and seat the hanger ball in the hanger bracket socket. Make sure the tab on the hanger bracket socket is properly seated in the groove in the hanger ball (Figure 11). This will help to balance the ceiling fan.

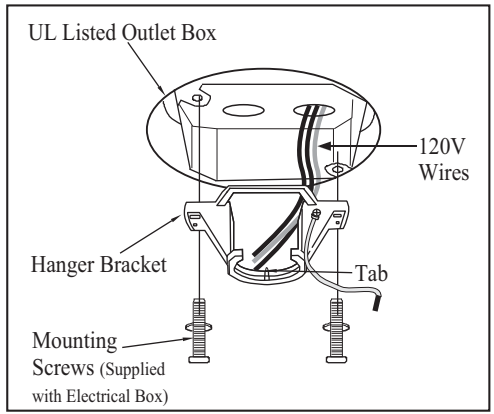


Figure 10

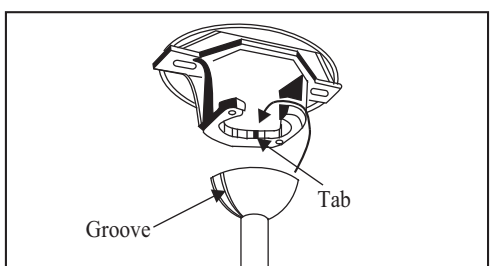


Figure 11

WARNING

THE TAB IN THE RING MUST REST IN THE GROOVE OF THE HANGER BALL AS FIGURE 11. FAILURE TO PROPERLY SEAT THE TAB IN THE GROOVE COULD CAUSE DAMAGE TO WIRING.

Making the Electrical Connections

REMEMBER to disconnect the power.

If you feel you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

Follow the steps below to connect the fan to your household wiring. Use the wire nuts supplied with your fan. Secure the wire nuts with electrical tape. Make sure there are no loose strands or connections.

1. Connect the ground conductor of the 120V supply (this may be a bare wire or a wire with green colored insulation) to the green ground lead(s) of the fan (Figure 12).

2. Connect the fan motor white wire to the supply white (neutral) wire using a wire nut. (Figure 12)

3. Connect the fan motor black wire to the supply black (hot) wire using a wire nut (Figure 12).

4. Connect the blue wire for light kit to the black household supply wire.

5. Turn wire nut connections upward, spreading them apart so the green (ground) will be on one side of the outlet box and the white, black and blue wire will be on the other side, and push carefully up into the outlet box.

6. Figures 13 and 14 illustrate the wiring connections for optional wall control (available at your Hampton Bay Retailer, the wire color out of wall control may vary, see wall control's installation manual for correct wire connections.)

WARNING

CHECK TO SEE THAT ALL CONNECTIONS ARE TIGHT, INCLUDING GROUND, AND THAT NO BARE WIRE IS VISIBLE AT THE WIRE NUTS. EXCEPT FOR THE GROUND WIRE.

WARNING

ELECTRICAL DIAGRAMS ARE FOR REFERENCE ONLY. OPTIONAL USE OF ANY LIGHT KIT SHALL BE UL LISTED AND MARKED SUITABLE FOR USE WITH THIS FAN.

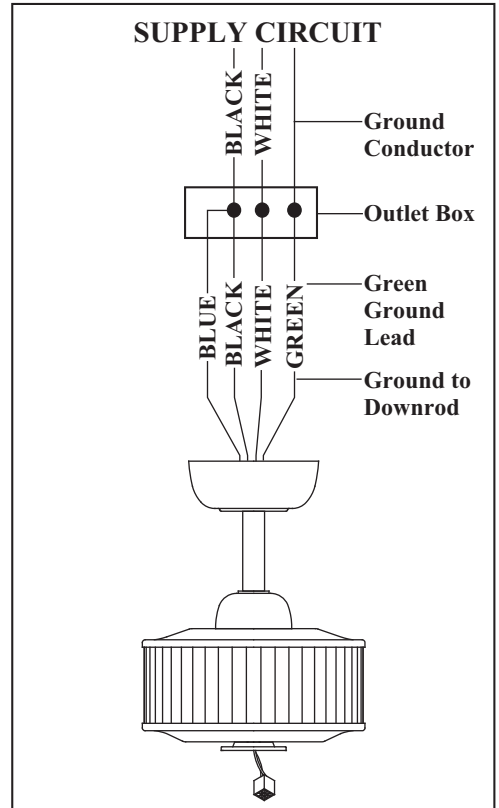


Figure 12

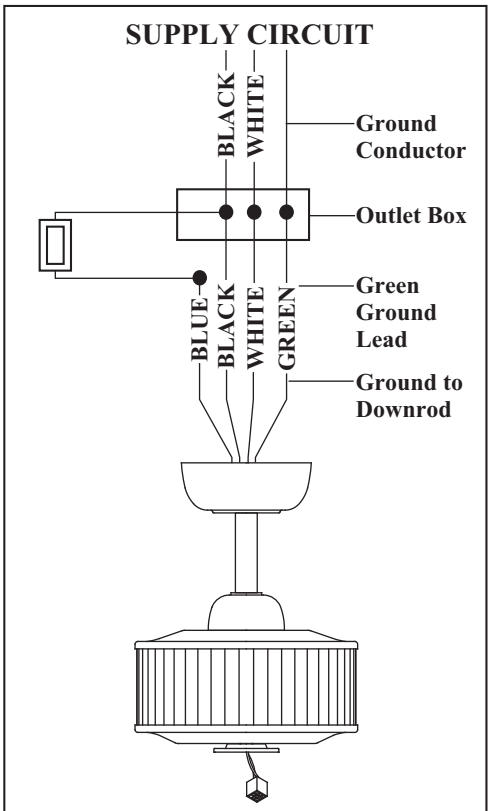


Figure 13

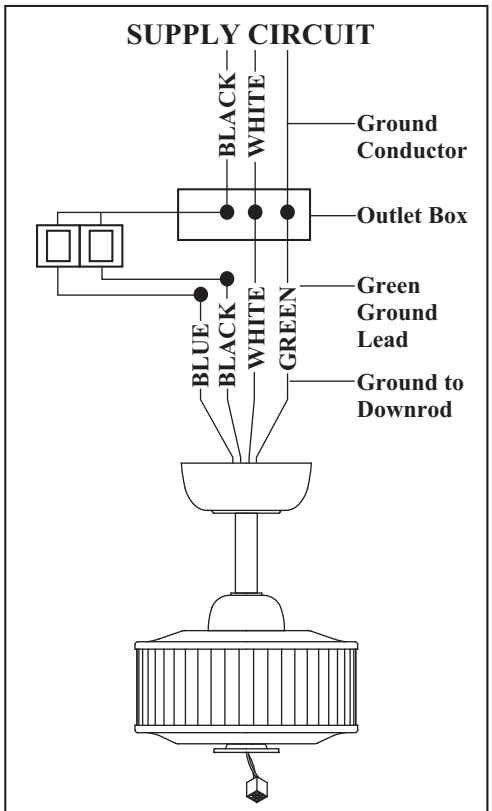


Figure 14

Finishing the Fan Installation

1. Tuck connections neatly into ceiling outlet box.

2. Slide the canopy up to mounting bracket and place the key hole on the canopy over the screw on the mounting bracket, turn canopy until it locks in place at the narrow section of the key holes. (Fig. 15)

3. Align the circular hole on canopy with the remaining hole on the mounting bracket, secure by tightening the two set screws. **Note:** Adjust the canopy screws as necessary until the canopy and canopy cover are snug.

WARNING

MAKE SURE THE TAB ON THE MOUNTING BRACKET PROPERLY SITS IN THE GROOVE IN THE HANGER BALL BEFORE ATTACHING THE CANOPY TO THE BRACKET BY TURNING THE HOUSING UNTIL IT DROPS INTO PLACE.

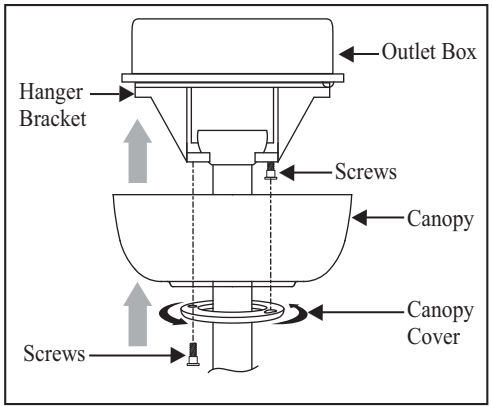


Figure 15

Attaching the Fan Blades

CAUTION

MOTOR IS SHIPPED WITH RUBBER PACKING MOUNTS TO PREVENT MOVEMENT DURING TRANSPORTATION. REMOVE 5 RUBBER PACKING MOUNTS FROM FAN MOTOR ASSEMBLY AND DISCARD PRIOR TO ATTACHING BLADE ARMS. (FIG. 16)

1. Attach blades to blade arm using the screws with fiber washers provided. (Fig. 17) Start a screw into the blade arm, do not tighten. Repeat for the 2 remaining screws and washers.

2. Tighten each screw securely starting with the center screw. Make sure the blade is straight. Repeat steps for the remaining blades.

3. Align motor holes to blade arms and secure with screws provided, tighten screws securely. (Figure 18)

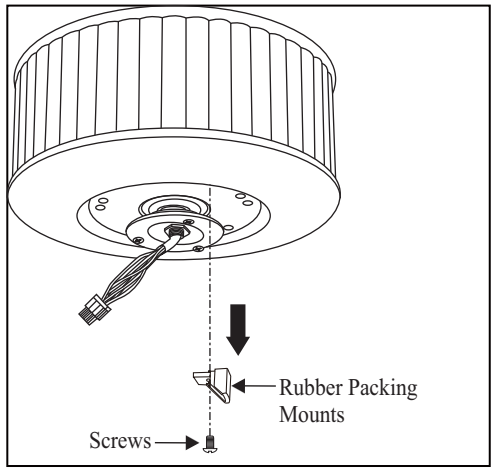


Figure 16

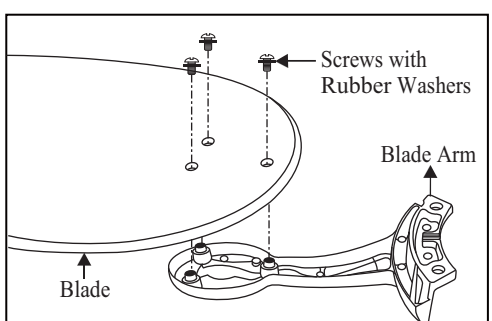


Figure 17

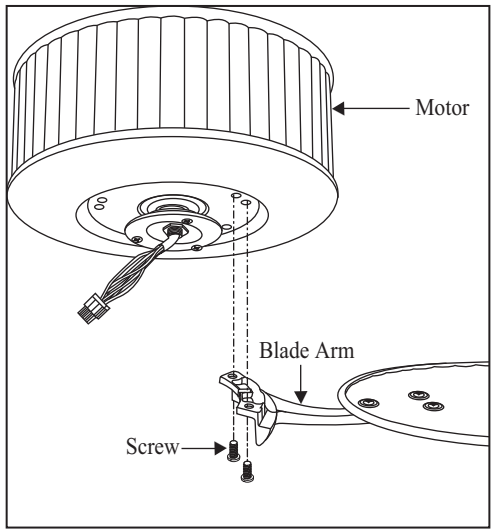


Figure 18

WARNING

TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE ARMS WHILE INSTALLING, BALANCING THE BLADES, OR CLEANING THE FAN. DO NO INSERT FOREIGN OBJECTS BETWEEN ROTATING FAN BLADES.

Blade Balancing

The following procedure should correct most fan wobble. Check after each step.

1. Check that all blade and blade bracket screws are secure.

2. Most fan wobble problems are caused when blade levels are unequal. Check this level by selecting a point on the ceiling above the tip of one of the blades. Measure from a point on the center of each blade to the point on the ceiling. Measure this distance as shown in Figure 19. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. Measurements deviation should be within 1/8″. Run the fan for 10 Minutes.

3. Use the enclosed Blade Balancing Kit if the blade wobble is still noticeable.

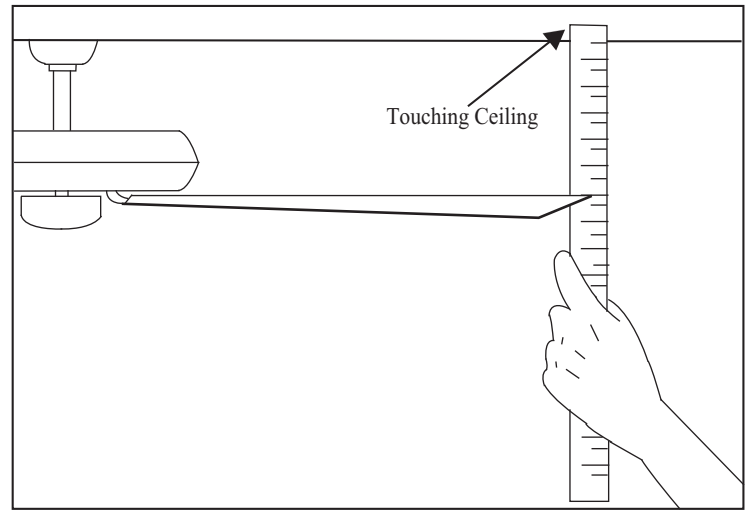


Figure 19

Installing the Mounting Plate

1. Remove 1 of 3 screws from the mounting ring and loosen the other 2 screws. (Do not remove)

2. Place the key holes on the mounting plate over the 2 screws previously loosened from the mounting ring, turn mounting plate until it locks in place at the narrow section of the key holes. Secure by tightening the 2 screws previously loosened and the one previously removed. (Fig. 20)

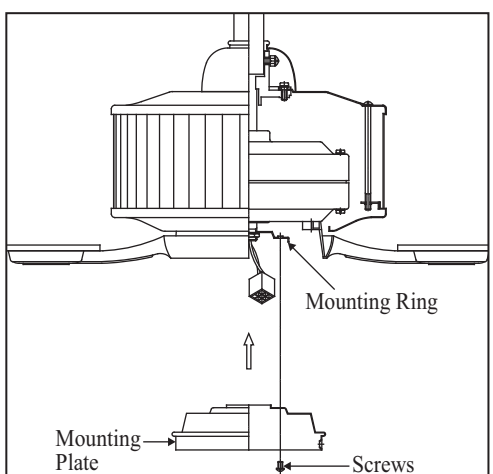


Figure 20

Installing the Switch Housing

CAUTION

BEFORE STARTING INSTALLATION, DISCONNECT THE POWER BY TURNING OFF THE CIRCUIT BREAKER OR REMOVING THE FUSE AT FUSE BOX. TURNING POWER OFF USING THE FAN SWITCH IS NOT SUFFICIENT TO PREVENT ELECTRIC SHOCK.

1. While holding the switch housing under your fan, snap together the wire connection plugs. (Fig. 21)

2. Carefully push all wires back into the switch housing, then install the switch housing onto the mounting plate with 4 screws provided. Be sure to tighten all screws. (Fig. 21)

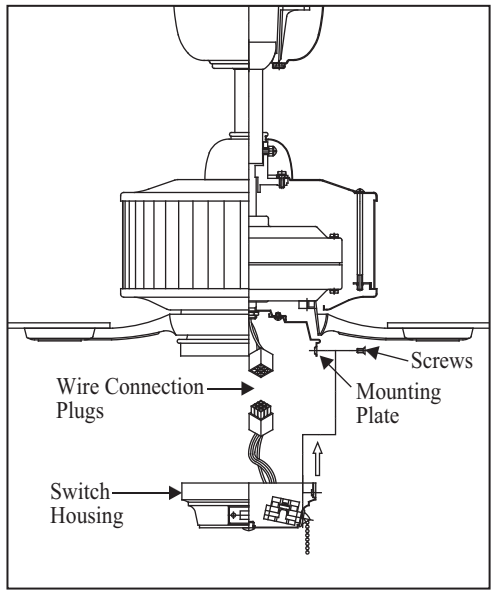


Figure 21

Operating Your Fan

NOTE

WAIT FOR FAN TO STOP BEFORE REVERSING THE DIRECTION OF THE BLADE ROTATION.

Turn on the power and check the operation of your fan. There are two pull chains available in your fan:

1. 3-speed pull chain- it controls the fan speed as follows: 1 pull- High, 2 pulls- Medium, 3 pulls- Low, and 4 pulls- Off.

Speed settings for warm or cool weather depend on factors such as the room size, ceiling height, number of fans, and so on.

The slide switch controls directions: forward (switch left) or reverse (switch right).

Warm weather - (Counter-Clockwise direction) A downward air flow creates a cooling effect as shown in Figure 22. This allows you to set your air conditioner on a higher setting without affecting your comfort.

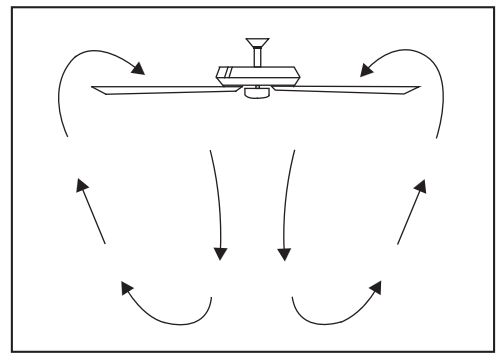


Figure 22

Cool weather - (Clockwise direction) An upward air flow moves warm air off the ceiling are as shown in Figure 23. This allows you to set your heating unit on a lower setting without affecting your comfort.

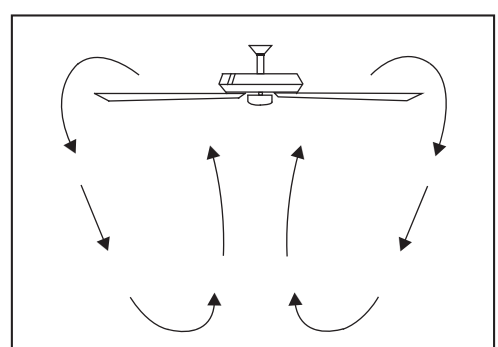


Figure 23

Care of Your Fan

Here are some suggestions to help you maintain your fan.

1. Because of the fan's natural movement, some connections may become loose. Check the support connections, brackets, and blade attachments twice a year. Make sure they are secure. (It is not necessary to remove fan from ceiling.)

2. Clean your fan periodically to help maintain its new appearance over the years. Do not use water when cleaning. Use only a soft brush or lint-free cloth to avoid scratching the finish. The plating is sealed with a lacquer to minimize discoloration or tarnishing. Do not use water when cleaning. This could damage the motor, or the wood, or possibly cause an electrical shock.

3. You can apply a light coat of furniture polish to the wood blades for additional protection and enhanced beauty. Cover small scratches with a light application of shoe polish.

4. There is no need to oil your fan. The motor has permanently lubricated sealed ball bearings.

For any additional information on your Hampton Bay Ceiling Fan, please write to:

THE HAMPTON BAY FAN & LIGHTING CO.
P. O. Box 395
Norco, CA 92860

Call toll free 1-800-527-0998

Troubleshooting

PROBLEM	SOLUTION
Fan will not start	1. Check main and branch circuit fuses or breakers. 2. Check line wire connections to the fan and switch wire connections in the switch housing.
Fan sounds noisy	1. Make sure all motor housing screws are snug. 2. Make sure the screws that attach the fan blade holders to the motor hub is tight. 3. Make sure wire nut connections are not rattling against each other or the interior wall of the switch housing. 4. Allow a 24-hour "breaking-in" period. Most noises associated with a new fan disappear during this time. 5. If using an optional light kit, make sure the screws securing the glassware are tight. Check that the light bulb is also secure. 6. Make sure the upper canopy is a short distance from the ceiling. It should not touch the ceiling. 7. Make sure your ceiling box is secure and rubber isolator pads are used between hanger bracket and outlet box.

WARNING

MAKE SURE THE POWER IS OFF AT THE ELECTRICAL PANEL BOX BEFORE YOU ATTEMPY ANY REPAIRS. REFER TO THE SECTION, "MAKING ELECTRICAL CONNECTIONS".

Specifications

FAN SIZE	SPEED	VOLTS	AMPS	WATTS	RPM	CFM	N.W.	G.W.	C.F.
52"	LOW	120	0.27	16.31	84	1905.31	9.87 kgs (21.71 lbs)	10.92 kgs (24.02 lbs)	1.586'
	MED.		0.39	33.30	114	2998.36			
	HIGH		0.53	63.01	159	4351.48			

These are approximate measures. They do not include Amps and Wattage used by the light kit .

Distributed by
Home Depot U.S.A., Inc.
2455 Paces Ferry Rd., N.W.
Atlanta, GA 30339

Lifetime Limited Warranty
(lifetime warranty on motor)

The Hampton Bay warrants the fan motor to be free from defects in workmanship and material present at time of shipment from the factory for a period of lifetime after the date of purchase by the original purchaser. Hampton Bay also warrants that all other fan parts, excluding any glass or acrylic blades, to be free from defects in workmanship and material at the time of shipment from the factory for a period of one year after the date of purchase by the original purchaser. We agree to correct such defects without charge or at our option replace with a comparable or superior model if the product is returned to Hampton Bay. To obtain warranty service, you must present a copy of the receipt as proof of purchase. All costs of removing and reinstalling the product are your responsibility. Damage to any part such as by accident or misuse or improper installation or by affixing any accessories, is not covered by this warranty. Because of varying climatic conditions this warranty does not cover any changes in brass finish, including rusting, pitting, corroding, tarnishing or peeling. Brass finishes of this type give their longest useful life when protected from varying weather conditions. A certain amount of “wobble” is normal and should not be considered a defect. Servicing performed by unauthorized persons shall render the warranty invalid. There is no other express warranty. Hampton Bay hereby disclaims any and all warranties, including but not limited to. Those of merchantability and fitness for a particular purpose to the extent permitted by law. The duration of any implied warranty which cannot be disclaimed is limited to the time period as specified in the express warranty. Some states do not allow limitation on how long an implied warranty lasts, so the above limitation may not apply to you. The retailer shall not be liable for incidental, consequential, or special damages arising out of or in connection with product use or performance except as may otherwise be accorded by law. Some states do not allow the exclusion of incidental or consequential damages, so the above exclusion or limitation may not apply to you. This warranty gives specific legal rights, and you may also have other rights which vary from state to state. This warranty supersedes all prior warranties. Shipping costs for any return of product as part of a claim on the warranty must be paid by the customer.

You must present a copy of the original purchase receipt to obtain warranty service.

For any additional information on your Hampton Bay Ceiling Fan, please write to:

THE HAMPTON BAY FAN &
LIGHTING CO.
P. O. Box 395
Norco, CA 92860

Attach receipt here for easy location